

CIVIL COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

Plaintiff/Petitioner,

Index No. \_\_\_\_\_

- against -

Defendant/Respondent.

-----X

**NOTICE OF INTENT TO CEASE E-FILING IN THIS CASE**

To the Parties in this case and the Court:

1. I do not have an attorney. I am unrepresented.
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. I understand that the other parties may continue to e-file their court documents in this case, except that such parties **MUST** serve me with those documents in paper form at the following address:

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

**Note:** This form must be mailed to all other parties in this case and filed, along with proof of service, with the Clerk of the Court.